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UNITED STATES GOVERNMENT

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Memorandum

TO : Director of Training

DATE: 16 February 1965

FROM : Chief, Language Training School

SUBJECT: Weekly Activities Report No. 4

A. SIGNIFICANT ITEMS

None to report.

B. OTHER ACTIVITIES

1. At the request of FE Division plans have been tentatively made to conduct one more running of the China Familiarization course in March.

2. The Fall-Winter semester of the Voluntary Language Training Program will end on 19 February. The final instructors' meeting will be held at noon on 18 February at the Washington Building Annex.

W As of 12 February there were 18 (out of 22) classes with a total of 91 students (out of 198 enrolled) still attending class. This represents a drop-out rate of 54% to date, next to the highest in the history of the program.

ILLEGIB

3. The "Automatic Data Processing for the Systems Analyst" course began with the usual number of students being late due to transportation difficulties and students not knowing the exact location of the building. A majority of the class will utilize the regularly scheduled Agency shuttle to and from Headquarters Building. The course schedule will be 0900-1630.

4. The master tape library and all tape duplicating facilities have been moved to Arlington Towers with a minimum of interruption to business, thanks to the excellent cooperation and hard work of

25X1A

5. Part of the air handling system broke down last week, creating a ventilation problem which the engineers have been unable to fully correct. It seems that the gremlins are continually adjusting the thermostat and registers, which compounds the problem.

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NO CHANGE IN CLASS. ☒
☐ DECLASSIFIED
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GROUP 1
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